



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300

DAPE-CPZ

JAN 26 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Civilian Human Resources (CHR) Awards Program for Calendar Year 2006

1. Each year the Army CHR community recognizes current or former employees of the Department of the Army, civilian and military, whose outstanding performance, contributions, and/or professional papers in the field of CHR served as inspiration to others or brought credit to the Federal service. Recognition in the form of awards includes the William H. Kushnick and the CHR Lifetime Achievement Awards for civilian employees, and the John W. Macy, Jr., and the Nick Hoge Professional Paper Awards for both civilian and military employees.
2. The Secretary of the Army or his designee will present the William H. Kushnick and the John W. Macy, Jr., Awards in a Pentagon ceremony on 17 May 2007. The Assistant Secretary of the Army (Manpower and Reserve Affairs) or his designee will present the CHR Lifetime Achievement and the Nick Hoge Awards at the same ceremony. A banquet will be held in the evening at Fort McNair Officers' Club.
3. Enclosed are this year's guidance and administrative instructions for submitting nominations for each award. All nomination packages must be endorsed by the appropriate Army Command, Army Service Component Command, or the Office of the Administrative Assistant to the Secretary of the Army.
4. Procedures and timelines for award submissions are on pages 8-11 of the enclosure. Please note that all nominations are due to this office no later than 28 February 2007.
5. Please ensure all eligible personnel are considered. We look forward to recognizing your most outstanding candidates for this year.

Encl


MELINDA McMILLON DARBY
Assistant G-1 for Civilian Personnel

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SUBJECT: U.S. Army Civilian Human Resources (CHR) Awards Program for Calendar Year 2006

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SUBJECT: U.S. Army Civilian Human Resources (CHR) Awards Program for Calendar Year 2006

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DEPUTY CHIEF OF STAFF FOR INTELLIGENCE, ATTN: DAMI-CP

OFFICE, ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE AFFAIRS), ATTN: SAMR-HR (MS. WARD)

OFFICE OF THE GENERAL COUNSEL, ATTN: SAGC (MS. JOHNSON)

OFFICE OF THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-LE (MS. NUGENT)



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Enclosure

THE WILLIAM H. KUSHNICK AWARD

William H. Kushnick was one of the most highly respected and distinguished members of the Army Civilian Personnel Community. He served as Director of Civilian Personnel from 1941 to 1946 for what was then known as the War Department; his innovative leadership was responsible in great part for the nature of the civilian personnel program as it is conducted in the Army today. Mr. Kushnick, in conjunction with Mr. James Mitchell, who was Director of Personnel, Army Service Forces, saw the need to decentralize the authority for the civilian personnel program from the Secretary of the Army to the installation level. Under his leadership, Orders M of 1942 and 1943 were developed and implemented. These orders essentially established the levels of responsibility for civilian personnel management and administration that are exercised today. Mr. Kushnick balanced this new concept of decentralization by instituting program inspection as a principal Army mission responsibility to assure that it was operating successfully.

Purpose: Mr. Kushnick was the recipient of many awards including the Exceptional Civilian Service Award in 1946. However, he is perhaps best known to many of today's personnelists because of the award that was named in his honor. The William H. Kushnick Award was established in 1968. The award recognizes the most outstanding singular achievement of an Army employee in civilian personnel administration.

The Award: The award consists of a Department of the Army certificate.

Eligibility: All civilian employees, including appropriated and non-appropriated fund employees, US citizens and local nationals, engaged in civilian human resources administration in the Department of the Army.

Basis for Selection: Eligible personnel will be nominated and considered in accordance with the following criteria:

- a. **Specific Contribution:** A specific contribution in the broad field of civilian human resources administration for which the nominee is **personally** responsible and which resulted in material improvement in service, substantial financial savings or significant social or technological progress. **The contribution must have culminated during the calendar year ending 31 December 2006.**
- b. **Career Accomplishments:** A record reflecting highly effective personal career development, executive or technical ability, exemplary performance and demonstrated potential for higher level work. These accomplishments should not be limited to the specific contribution for which the individual is nominated, but cover the career spectrum.

THE JOHN W. MACY, JR. AWARD

John Williams Macy, Jr. started his government career in 1938 as an intern at the Institute of Public Affairs. From there he became an administrative aide of the Social Security board. During World War II, Mr. Macy was the Assistant Director of Civilian Personnel for the War Department. After the war, he was selected to be the Organizational Director for the Atomic Energy Commission in Los Alamos, NM. Upon his return to Washington, he worked as a Special Assistant to the Army and in 1953 was appointed by President Eisenhower to be the Executive Director of the Civil Service Commission. After serving as the Executive Vice-president of Wesleyan University for three years, he returned to the Civil Service Commission under the Johnson Administration, and served as Chairman for 8 years. In this position, Mr. Macy spoke out against sexual and racial discrimination in the Federal Government and called for Federal salaries to be put on par with private industry. At the same time, Mr. Macy directed the Personnel Appointment Office, a newly formed White House department. Mr. Macy spent later years serving as president for both the Corporation for Public Broadcasting and the Council of Better Business Bureau before becoming the first Director of the Federal Emergency Management Agency (FEMA) in 1979. During his career, Mr. Macy authored several books, including *Public Service: Human Side of Government*.

Purpose: The John W. Macy, Jr., Award recognizes demonstrated excellence in the leadership of civilians and the accomplishment of the mission through the civilian workforce. It exemplifies both the highest traditions established by Mr. Macy during his long and distinguished career of public service, and the Army's philosophy that leaders are responsible for civilian human resource management. Mission accomplishment at every level of organized activity requires effective leadership. While the leader's qualities are often the focus of attention, the excellence of the team's mission performance, the growth of team members and the esprit de corps are major indicators of leader effectiveness. This recognition is intended to identify and recognize role models whose teams set the standard for other leaders of our Soldier-civilian teams.

The Award: The award consists of a Department of the Army certificate.

Eligibility: Any Department of the Army supervisor, civilian or military (GS-15 and Colonel or below), U.S. citizen or local national, appropriated or non-appropriated fund is eligible for this award.

Basis for Selection: Eligible personnel may be nominated and considered in accordance with the following criteria:

- a. **Specific Contribution:** A specific contribution for which the team led by the nominee is responsible and which resulted in material improvements in such areas as Army mission support, military-civilian teamwork, customer service, productivity, EEO accomplishments, and/or enhancement of Army's reputation as an employer. The contribution must be one for which the

reputation as an employer. The contribution must be one for which the nominee's team is responsible and which was accomplished because of the effective and caring leadership of the nominee. The contribution must have demonstrated, by specific examples, how the nominee's interaction with the civilians on the team "got the job done". **The contribution must have culminated during the calendar year ending on 31 December 2006.**

- b. Sustained accomplishments: A record of accomplishments, which reflect the extraordinary leadership of civilian personnel over a sustained period of time of more than the calendar year of the specific contribution.

U.S. ARMY CIVILIAN HUMAN RESOURCES LIFETIME ACHIEVEMENT AWARD

Purpose: The purpose of this award is to recognize individuals of the Department of the Army Civilian Human Resources (CHR) community whose outstanding performance and contributions in the field of CHR have served as an inspiration to others and/or brought credit to the Federal service. This award honors the individual who, over a sustained period of time, demonstrated a commitment to the highest standards of excellence and dedication to public service.

The Award: The award consists of a Department of Army certificate signed by the Assistant Secretary of the Army for (Manpower and Reserve Affairs) (ASA (M&RA)).

Eligibility: All current and former Army human resources employees, including appropriated and non-appropriated fund, US Citizens and local nationals, who were engaged in civilian personnel administration in the Department of the Army (DA) are eligible. In addition, nominees should have spent a substantial portion of their career (at least 20 years) working in the field, at least 10 years of that time employed in the Army's CHR programs. This award can be given posthumously. Persons who have or had a commercial or profit-making relationship with the Department of Defense or the DA may not be recognized or considered for recognition on the basis of that work. This award may not be granted for the same action(s) that has (have) previously been formally recognized by an honorary award. However, this award may be given to recognize the cumulative impact that the nominee's extraordinary and lasting achievements have made on the CHR career program within the Army.

Basis for Selection: The nominating package, of no more than five (5) pages, will consist of the following information and will be considered in the selection process:

- a. Federal employment history. A brief chronological review of the nominee's Federal employment indicating the number of years in each position and a brief description of nominee's responsibilities and duties.
- b. Professional achievement. A description of specific accomplishments (concentrating on the Army achievements) resulting in a material improvement in service, introduction of new methods, improved techniques, or innovations to increase the efficiency of CHR in DA while promoting high standards of proficiency, for which the nominee is primarily responsible. Include in the section a description of the nominee's outstanding administrative, executive or technical abilities, exemplary performance, and personal career development.
- c. Awards and publications. A list of any Government, Army, or professional awards received and a list of any professional publications that cited the nominee's accomplishments, or in which the nominee was a contributor to the publication.

- d. Sustained accomplishments. A record of outstanding accomplishments that reflect extraordinary leadership in the Army CHR program over a sustained period of time. The nominee's efforts should reflect a consistent, distinguished and lasting record of innovative, high-impact accomplishments which improve or increase the effectiveness of government programs. This person is recognized as the epitome of professionalism and excellence. Examples of these accomplishments may include "Father of," "First to," or "Changed the course of Civilian Personnel."
- e. Retirement activities. Include a discussion of post-retirement involvement in significant Army CHR activities, if applicable.

THE NICK HOGE PROFESSIONAL PAPER AWARD

The Nick Hoge Award competition was created in memory of a promising young Civilian Human Resources manager whose attributes – innovation, imagination and personal courage – were notable. The Nick Hoge Award recognizes Department of the Army personnel who author and submit papers on matters relating to civilian personnel administration and management that are judged professionally significant and of value to the Army.

The Award: The award consists of a Department of the Army certificate.

Eligibility: All civilian and military employees, appropriated fund and non-appropriated fund, U.S. citizens and local nationals in the Department of the Army are eligible to submit professional papers.

Criteria for Judging: Criteria used in judging the papers are cited below. The numbers in parentheses are the weights that the panels will use when evaluating the papers. The weights for the four criteria add up to a total of 100 points.

- a. **Originality** (35 points maximum). The paper should present new ideas or a combination of ideas in a unique way, or describe a problem and present a solution, or describe a condition and present an unusual way of treating it, or develop a novel approach to civilian personnel management or administration. The paper should cite research conducted on the subject, if applicable, and document such research in footnotes and a bibliography.
- b. **Quality of Writing** (25 points maximum). Judging will be based primarily on content or how well the idea of the paper is developed and documented by research. However, consideration will be given to clarity of expression and proper use of language, as well as grammar, spelling, punctuation and word usage.
- c. **Scope** (20 points maximum). The paper should have broad coverage or application, affecting all organizations, programs or the workforce in an Army command or the entire Department of the Army if its ideas are adopted.
- d. **Relevance and feasibility** (20 points maximum). The paper should be relevant to contemporary Army and Federal civilian personnel management and administration. It should be realistic and practical in terms of potential application or implementation. The paper must include what the author expects the Army to do concerning the idea of the paper.

WILLIAM H. KUSHNICK AND JOHN W. MACY, JR.

AWARDS NOMINATION PROCEDURES

Format:

- a. Each nomination package must:
 1. Be in MS Word format, be typed in 12 pitch and Arial font
 2. Be in electronic format and submitted to AG1CP-CHRAWARDS@asamra.hoffman.army.mil
 3. Contain one copy of DA Form 1256, Incentive Award Nomination and Approval
 4. Be personally endorsed by the Army Command (ACOM), the Army Service Component Command (ASCC), or the Civilian Personnel Director for the Office of the Administrative Assistant to the Secretary of the Army (OAASA) and submitted by the appropriate command point of contact.
 5. Include a narrative description of the specific contribution which is the basis of the nomination. Attachments to the nomination package should not exceed five pages.

Nominations will consist of the following:

- b. A cover sheet containing:
 1. Name of nominee
 2. Current position title and grade
 3. Employing organization
 4. Years of Federal service
 5. Organization address and location (include zip code and email address)
 6. Work telephone number (include area code and DSN)
 7. Education
 8. Awards and recognition
 9. Job progression in Army (descending order by service dates)
 10. A digital picture of the nominee
 11. ACOM, ASCC, or OAASA endorsement
 12. Comments
- c. Specific contributions. Outline the specific contributions for which this award is given that clearly demonstrates outstanding job performance.
- d. Career accomplishments, including significant accomplishments in previous years
- e. Proposed award citation

U.S. ARMY CIVILIAN HUMAN RESOURCES (CHR) LIFETIME ACHIEVEMENT AWARD

NOMINATION PROCEDURES

Nomination Format: Preferred submission for all nominations is through electronic means at AG1CP-CHRAWARDS@asamra.hoffman.army.mil. For the CHR Lifetime Achievement Award only, hard copy nominations will be accepted and may be faxed to Elaine Swearingen at (703) 325-3524 or mailed to Assistant G-1 for Civilian Personnel, Attention: DAPE-CPS-CP, 2461 Eisenhower Avenue, Alexandria, VA 22331. CHR Lifetime Achievement Award nominations must be received in this office, whether hard-copy or electronic, no later than close of business 28 February 2007.

Nominations should not exceed five pages, will be typed, single-spaced with a double space between new subject paragraphs. Each page should be numbered and include the nominee's name at the top of each page. A digital picture of the nominee is desired.

A cover sheet will contain the following:

- a. The name of the nominee.
- b. The number of years of Federal Service and years of career spent in Army.
- c. A certification statement, such as: "I certify that all the information provided in this nomination is accurate and correct to the best of my knowledge and belief, and is made in good faith," followed by the nominator's signature and date.
- d. A proposed award citation.

NICK HOGE PROFESSIONAL PAPER SUBMISSION PROCEDURES

Professional Papers will be submitted by the author's Army Command (ACOM), Army Service Component Command (ASCC), or the Office of the Administrative Assistant to the Secretary of the Army (OAASA) in electronic format to AG1CP-CHRAWARDS@asamra.hoffman.army.mil.

Format:

- a. Each paper will have a separate cover sheet that will indicate:
 1. The title of the professional paper/subject
 2. The author's full name and title (e.g., Mr., Ms., Dr., or rank)
 3. The complete organizational address of the author to include office symbol and zip code
 4. The commercial and DSN phone numbers of the author
- b. Submissions will:
 1. Be electronically submitted
 2. Be double-spaced and typed in MS Word with each page numbered
 3. Be limited to twenty (20) typewritten pages, size 12 font, exclusive of title, summary and reference pages
 4. Contain a summary of the contents of the paper, prepared and submitted by the author to assist in the preparation of those papers selected for publication
 5. Be submitted to the author's ACOM, ASCC, or OAASA for review of factual accuracy and narrative quality. Command points of contact should reject any paper that is not factually accurate
 6. Include a digital picture of the author

Areas of Interest: Listed below are some areas of interest to the Department of the Army in which submission of papers are encouraged. This list is neither restrictive nor inclusive. Commands may add areas of specific command concern to the following list in announcing this competition to their employees.

- 1) Strengthening the Army's initiatives in the development of the Civilian Corps
- 2) Improving the leadership of the Civilian Corps
- 3) Improving customer service in Civilian Human Resources (CHR) offices
- 4) Reducing administrative costs of providing CHR services
- 5) Enhancing the quality of work life for the Civilian Corps
- 6) Revising or initiating system, program, and procedures to effect increased quantity or improved quality and timeliness of products or services relating to such aspects of CHR administration and management as the following:
 - a) Recruitment and promotion
 - b) Compensation management
 - c) Career planning
 - d) Performance management
 - e) Managerial and supervisory development

- f) Employee motivation and recognition
 - g) Handling complaints and grievances
 - h) Labor relations
 - i) Mobilization planning and preparedness
 - j) Family member assistance
- 7) Strengthening the Total Army team by melding the civilian and military personnel systems where feasible.

SELECTION AND AWARD PRESENTATION INFORMATION

William H. Kushnick and John W. Macy, Jr. Awards Selection Process: The Assistant G-1 for Civilian Personnel will convene and chair a review board that will screen submissions for these awards. Nomination packages for each award category will be provided to selected committee members in sufficient time for them to read and study the nominations. The committee members will then meet to discuss and reach consensus on award recommendations to be forwarded to the Army Incentive Awards Board (AIAB). The AIAB will review the board recommendations and will forward its selection recommendations to the Secretary of the Army for approval.

Civilian Human Resources (CHR) Lifetime Achievement Award Selection Process: The Assistant G-1 for Civilian Personnel will convene and chair a board consisting of at least three SES members or General Officers. The board will include at least one member from the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)), the G-1, or the Civilian Human Resources community. Board members will receive nomination packages in advance of the board meeting. The board will forward its selection recommendations to the ASA (M&RA) for final approval at least ten days in advance of the award ceremony.

Nick Hoge Professional Paper Award: The Assistant G-1 for Civilian Personnel will convene and chair a review panel which will screen each submission. Members of the Nick Hoge Award review panel will receive the professional paper submissions in advance of the panel meeting. The review panel will reject any paper that is not factually accurate. Panel recommendations will be forwarded to the ASA (M&RA) for final approval.

Presentation of the Awards: The Secretary of the Army or his designee will present the William H. Kushnick and John W. Macy, Jr. Awards. The ASA (M&RA) or his designee will present the CHR Lifetime Achievement and the Nick Hoge Professional Paper Awards. The award presentation ceremony is schedule to occur on 17 May 2007, at the Pentagon. An awards banquet will take place in the evening at Fort McNair, Washington DC.